

**SOLANO COMMUNITY COLLEGE DISTRICT
BUSINESS SERVICES PROCEDURES**

**ACCOUNTING:
INACTIVE TRUST AND SCHOLARSHIP FUNDS**

POLICY #3110

PROCEDURES: INACTIVE TRUST FUNDS

1. Associated Students of Solano College club funds
 - a. As of June 30th each year, the Director of Fiscal Services will prepare a listing of all club funds which have been inactive for at least two (2) consecutive years.
 - b. The Director of Student Development will review the listing to confirm the appropriateness of closing the specified funds.
 - c. The Director of Student Development will direct the Director of Fiscal Services to transfer the funds balances to: (1) the Associated Students of Solano College (ASSC) fund for the stated purpose of providing direct services to the students; or (2) a designated charity that complies with the administrative rules governing such action.

2. All other trust funds
 - a. As of June 30th each year, the Director of Fiscal Services will prepare a listing of all trust funds which have been inactive for at least five (5) consecutive years.
 - b. The Vice President of Administrative & Business Services will review the listing to confirm the appropriateness of closing the specified funds.
 - c. The Vice President of Administrative & Business Services will direct the Director of Fiscal Services to transfer the fund balances to: (1) Associated Students of Solano College (ASSC) for the stated purpose of providing book loans to students; or (2) a designated charity that complies with the administrative rules governing such action.

INACTIVE DISTRICT-CONTROLLED SCHOLARSHIP FUNDS

- a. As of June 30th each year, the Director of Fiscal Services will prepare a listing of all District-controlled scholarship funds which have been inactive for at least two (2) consecutive years.
- b. The Dean of Financial Aid and EOPS will review the listing to confirm the appropriateness of closing the specified funds.
- c. The Dean of Financial Aid and EOPS will direct the Director of Fiscal Services to transfer the fund balances to: (1) Solano College Scholarship Foundation for the stated purpose of providing scholarships to students; or (2) a designated charity that complies with the administrative rules governing such action.

WCW/jkb

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Governing Board Review: May 7, 1997; May 17, 2000